



SYED TARIB ALI
MANAGER OPERATIONS

PROFILE

Manager Operations having experience of 8 years in imports exports and logistics. I possess strong multi-tasking skills with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients' vendors customers and equipment and service providers.

CONTACT

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Cosmopolitan Society, Karachi.

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Contact:0336-2351285.

ACTIVITIES AND INTERESTS

SPORTS, WATCHING MOVIES,
TRAVELLING.

EXPERIENCE

MANAGER OPERATIONS, WORLD WIDE IMPORTS, PAKISTAN – MOSH INTERNATIONAL

SEPTEMBER 2020- PRESENT

Manage all the business operations related to Sales & Import. Develop, implement and review operational policies and procedures. Coordinate with sales team in identifying principal products. Work with sales team to convert potential clients into key accounts. Conduct weekly meetings with team to discuss performance of key accounts, to set the team goals & road map. Manage and keep track record for all the shipments and orders. Follow up with Sales Team, Imports Team and Freight Forwarding and Clearance team for setting daily targets and their performance accordingly. Direct reporting head of operations (Business Development). Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations. Identify and address problems and opportunities for the company. Responsible for due diligence of all operational activities

DEPUTY MANAGER (SALES AND DEVELOPMENT) - MOSH INTERNATIONAL

JULY 2019-AUGUST 2020

Ensuring payment mode to be full in advance, Letter of credit or Cash against Document from supplier's end. Submitting payment transfer prove to supplier. Requesting supplier to issue order confirmation with firm lead time once payment is received. Obtaining shipment packing weight and dimensions to nominate freight forwarders for cargo movement. Sending enquiries to well-known freight forwarders with required incoterms and shipping mode. Generating comparative statement for approval from commercial department. Negotiating freight with forwarders and finalizing one with lowest freight. Sharing Local agent details with supplier in order to handover the shipment. Finalizing the commercial invoice and packing list for the shipment to attach with. Confirming Shipping documents i.e. Airway Bill or Bill of Lading shared by forwarder according to shipping mode. Confirming Cutoff date, Estimated Time of Sailing and Estimated Time of Arrival.

ASSISTANT MANAGER (SALES AND DEVELOPMENT)- MOSH INTERNATIONAL

JULY 2016-JUNE 2019

Following up with customer 's Procurement department to confirm the status of quotation evaluation. Following up with end user to ensure he/she understands the quoted product so that quotation can be converted to purchase order. Acknowledging the purchase order upon its issuance from customer. Ensuring the purchase order received is completely in accordance with the quote and there is no deviation technically or commercially. Resourcing material for better price and better lead time. Generating comparative statement and submitting it to commercial team for approval if better rates and better lead time is obtained. Issuing purchase order to the supplier after commercial team approval. Requesting supplier to issue Performance Invoice for payment. Working closely with accounts team in generating payment request form for approval of funds transaction.

SENIOR SALES ENGINEER- MOSH INTERNATIONAL

JULY 2016-JUNE 2017

Developing enquiry by frequently visiting the procurement / purchase office. Coordination with the end user to understand technically what he requires. Visiting plant site for collecting pictures or samples of the required material. Sourcing the required material globally by applying powerful sourcing algorithms and techniques. Inquiring and corresponding with international suppliers to arrange quotations. Preparing quotation for clients on Mosh predefined templates in accordance to Pakistan Customs Tariff including predefined Custom Duties and Government taxes and further getting it approved from the commercial department. Ensuring payment mode to be full in advance, Letter of credit or Cash against Document customer's end. Ensuring the submission of offer to customer within the stipulated time. Correspondence with suppliers if in case customer needs any clarification and further resolving all issues at customer 's end. Regular follow-ups on submitted quotation until either the purchase order is awarded

or case is close. Sourcing the relevant tenders on PPRA website or any other relevant website. Upon receiving the tender docs, identifying the type of documentation submission is required and further going through the instructions and required documentation. Sourcing the items listed on BOQ and further getting quotations from international suppliers. Close coordination with commercial department in preparing offer to be submitted for tender. Ensuring all requirements are fulfilled enabling our bid to participate in tender (includes bid bonds or bank guarantee). Ensuring the tenders are submitted in the same way they are requested to submitted i.e., single stage single envelop or single stage two envelops or as per PPRA rules. Ensuring the tenders is securely submitted before time. Regular follow-ups on submitted tender until either the purchase order is awarded or tender is close. Upon losing tender, applying and further following up for cancelled bid bond.

JUNIOR SALES ENGINEER-MOSH INTERNATIONAL

JANUARY 2015-JUNE 2016

Cold calls to purchase department of inactive clients to improve the flow of enquires. Understanding the process flow chart of steps involved in executing a complete case with its documentation accordingly. Understanding that Mechanical, Electrical, Instrumentation, Electronics, HSE, Chemicals and laboratory equipment are MOSH domain with the scope of supply only. Updating the stock inventory of items ordered and or delivered for rate running contract. Preparing delivery note for dispatch department before they leave for delivery. Assigning reference numbers on all quotations received either via mail or email. Maintaining enquiry register and further ensuring all the quotations are mailed before bid submission dead line. Purchasing / collecting the tender documents from the customer's premises for tender participation.

ENGINEERING INTERN-MOSH INTERNATIONAL

SEPTEMBER 2014-DECEMBER 2014

Understanding Supply Chain Managements and its basic principles. Understanding how supply chain management plays its role during Mosh Operations. Understanding Mosh's main

products, its nature of business, its client in Chemical, Oil & gas, Power & Energy, Metals and Minerals sectors of Pakistan. Understanding all the steps involved in processing one complete case (Enquiry from customer to successful delivery at customer's warehouse. Making Follow up calls to customers enquiring the current status of submitted quotation with crossing validity. Assisting my team mates in tasks like generating reports, presentations and stock analysis on spreadsheets.

ASSOCIATE DATA PROCESSING ENGINEER-ETILIZE PVT LTD (GFK GROUP)

DECEMBER 2012-OCTOBER 2013

Regular coordination with the Operation Department on Product Ids and assignment of Id batches. Thorough research work is carried out related to the Id and relevant data is acquired. Respective attributes are populated on the **CMS (Content Management System)** template and is sent to the Quality Control Department. Data review done in coordination with Quality Control Engineer / Operations before Publishing the Datasheet to the customer.

INTERNEE ENGINEER- SHIRAZI TRADING CO.PVT LTD. (AN ATLAS HONDA GROUP)

AUGUST 2012-OCTOBER 2012

Review the report generated by the Site Engineers. Review/Analysis of method statements done by Service Engineers regarding the Aperto Lucent. MRI Machine manufactured by Hitachi Company Japan. Monitor the Deployment of the MRI machine and the Console in Gantry and Console room respectively. Connecting the labeled cable wires on respective connectors on power board, bringing the machine in the operational mode, powering the console and the computer system for software, connecting the GC Table with the machine. Unpacking the coils, performing initial set of tests to check the level of deviated reading of the test before Electrical Shimming for future references. Mechanical Shimming undergoes followed by Electrical Shimming. Tests are to be carried for GC offset, GC Slew Rate, followed by ECC test. Performing Long Time Constant and Short Time Constant Test, Residual Magnetization Adjustment test other tests as per procedure which includes FOV Adjustments, GC Gain Adjustments, SNR Checks, and Shim

Characteristics Matrix Procedure were carried out to homogenate the magnetic field inside the magnet completely. Removal of Ghosts through placing Compensation Unit in the Gantry Room for best results. Packing the coils back, ensuring the optimum working status of coils with negligible noise followed by connecting the Printer for the MRI reports. Testing all the coils for the results. Supervising the Interior Decoration of the gantry room along with the covering of ducts for cables. Handing over of the machine within the due date allocated. Carry the Maintenance Procedure if required. Generate the Maintenance Report after providing Maintenance Follow Up Service.

TRAINING

3 Days on site product training regarding “Energy Drag Chains” in Italy conducted by Brevetti Standalto S.P.A. 2 Days on site product training regarding “Safety Shoes ”in Italy conducted by Giasco – Italy. Assisted Belgium Trade Commission Pakistan in a project developed for Belgian Delegates to enhance Belgium Export B2B in Pakistan for various industrial and commercial commodities. Represented Belgium trade commission during POGEE exhibitions held in Karachi, Lahore and Islamabad.

EDUCATION

BACHELORS IN ENGINEERING (ELECTRONICS)

HAMDARD UNIVERSITY, MAIN CAMPUS KARACHI
2007-2011

A-LEVEL (PRE – ENGINEERING)

THE CITY SCHOOL DARAKSHAN CAMPUS, KARACHI

OLEVEL (PRE–ENGINEERING)

THE CITY SCHOOL, KARACHI

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills. MS Office Suite expert. Ability to work collaboratively as a part of team. Problem solving and leadership skills. Meticulous attention to details. Excellent Organizational skills. Poised under pressure.

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite •
WPM: 90 • Ability to work collaboratively as part of a team •
Problem Solving • Leadership • Meticulous attention to detail •
Excellent Organizational skills • Poised under pressure